

Terms and conditions regarding parking in the East Cambridge Garage for eligible  
Cambridge residents only

This program has been created to provide Cambridge residents who do not have off-street parking the ability to park in the City's First Street Garage. The program is restricted to one (1) vehicle per household.

Eligibility criteria:

- Must be a resident of Cambridge and have a valid resident parking permit on the vehicle.
- Have no outstanding parking violations.

Fees:

- The fee is \$100.00 per month.
- There is a onetime fee of \$10.00 for the electronic access card to be used when entering and exiting the garage. If lost, the replacement fee is \$10.00.
- The monthly payment is due before the first of the month. Failure to pay or late payment will cause the card to be disabled and you will be responsible to pay the full garage daily maximum rate for each day your vehicle is parked in the garage after the first of the month.
- Vehicles cannot be left in the garage for more than one (1) week without exiting the garage. Requests for parking in the garage longer than a week without moving your vehicle will be considered and must be submitted in writing including the reason, duration and emergency contact information.

Requirements:

- Vehicle owner is responsible for making sure their vehicle is in safe condition, is not a hazard to other users of the garage, not leaking fluids or cannot be driven. Any vehicles considered a safety hazard will be towed immediately at owner's expense.
- Vehicle owner is responsible for all items left in their vehicle.
- Vehicle must have a valid up to date inspection sticker, registration and resident parking permit.
- Failure on any of these accounts will subject the vehicle to being towed at owner's expense and treated as an abandoned vehicle (G.L. c.90 Sec 22B).

**FIRST STREET GARAGE APPLICATION  
FOR CAMBRIDGE RESIDENTS ONLY**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Registration # \_\_\_\_\_

Expiration Date of Vehicle Inspection Sticker \_\_\_\_\_

Resident Parking Permit # \_\_\_\_\_

\_\_\_\_\_  
Vehicle Owner's Signature

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Traffic, Parking & Transportation Department use only:

Remit application to:      Traffic, Parking & Transportation  
   344 Broadway  
   Cambridge, MA 02139  
   Attn: Margaret Ranstrom  
   Fax: 617-349-4747 or email to [mrانstrom@cambridgema.gov](mailto:mrانstrom@cambridgema.gov)

\_\_\_\_\_  
Approved by:



55 First St  
Cambridge, MA 02139  
Ph 617-349-4758 Fax 349-4757

## MONTHLY PARKING AGREEMENT

Location
Key Card #
Key Card Charge \$
Monthly Rate \$

☐ Employer Pays ☐ Individual Pays

☐ Parker Update ☐ Vehicle Update

Name of Parker: \_\_\_\_\_ Dept.: \_\_\_\_\_

Name of Company: City of Cambridge Dept. Address: \_\_\_\_\_

Billing Address: 344 Broadway

City State ZIP: Cambridge, MA 02139

Work Phone: \_\_\_\_\_ Home/Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

### VEHICLE INFORMATION:

PLATE		MAKE		MODEL	
COLOR		STATE		YEAR	

### I UNDERSTAND THAT:

- If I am a transponder or access card holder, I understand that I must pay for any lost or stolen keycard. These replacement costs or fees are subject to change.
- If I pay by check, and it is returned for any reason, I must pay the returned check fee.
- Month to month payments are due by the fifth business day of each month. After the fifth business day, a \$5.00 late fee will be charged. Any and all payments are non-refundable.
- Weekly or monthly parking is non-transferable.
- This agreement is not a lease, and no bailment is created between the holder of a transponder or access card and the City of Cambridge, or its agents or employees, with respect to the holder's motor vehicle or any personal property contained in the vehicle. This agreement grants the holder a personal license to park a motor vehicle at this facility, at the holder's own risk and in accordance with the terms of this agreement. The license granted shall not be assigned by the holder.
- The City of Cambridge, its agents and employees, are not responsible for any loss or damage to any motor vehicle, or its contents, by fire, theft, collision or any other cause, or for anything contained in any vehicle. It is the holder's responsibility to remove all items of value from the vehicle. The holder hereby releases the City of Cambridge, and its agents and employees from any and all responsibility in connection with the holder, the holder's motor vehicle and the holder's other personal property. In the event that the holder suffers any loss to person or property, the holder shall look solely to his or her insurance coverage, if any, and shall make no claim whatsoever against the City of Cambridge.

By signing this document, I acknowledge I have read and fully understand all conditions set forth above and I am aware of and understand the City of Cambridge Rules Governing Use of Parking Facilities.

Signature of Parker \_\_\_\_\_ Date: \_\_\_\_\_